



CHAPTER 8

MS – Word Advanced

8. MS – Word Advanced

8.1 Introduction to Styles

Home Tab contains several groups as Clipboard, Font, Paragraph, Styles and Editing. Each group has specific purpose to serve.

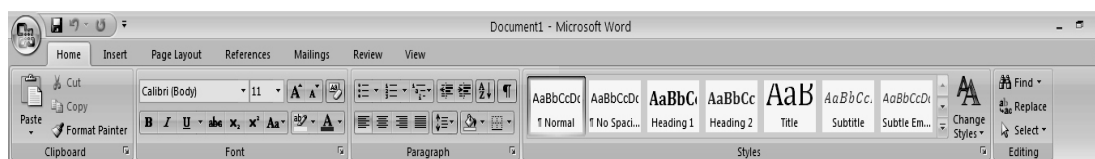


Figure 8.1: Home

Styles Group deals with the font style of textual content. Some of the options available for font style are shown in the below figure:

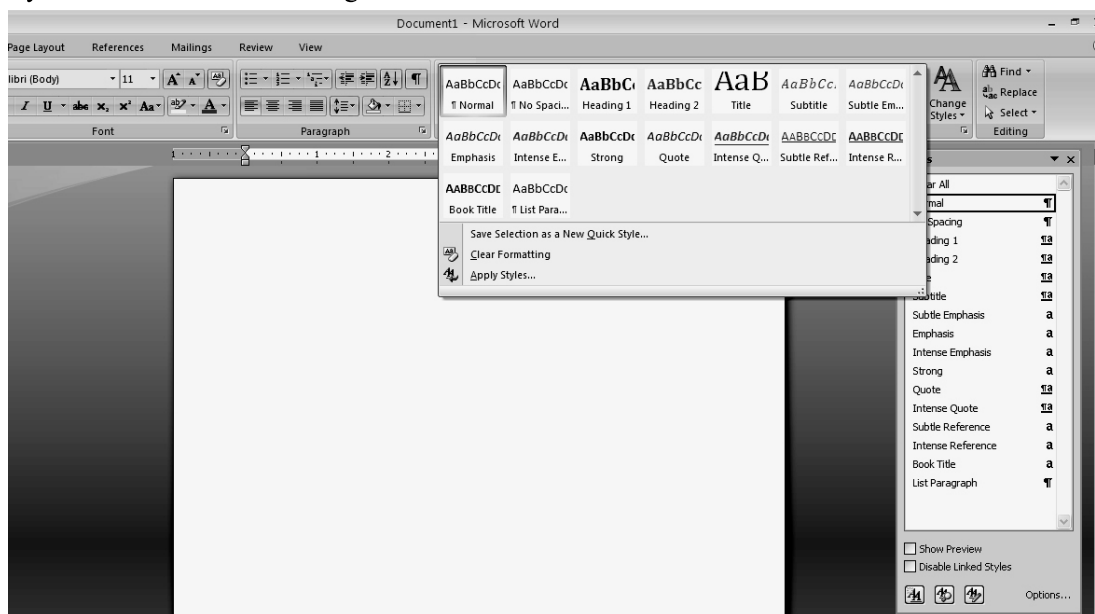


Figure 8.2: Example Ordered, Unordered and Multilevel Lists

A style is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading. Instead of using direct formatting, use styles to format your document so you can quickly and easily apply a set of formatting choices consistently throughout your document.

For example, instead of taking three separate steps to format your heading as **16-point, bold, Cambria**, you can achieve the same result in one step by applying the built-in **Heading 1** style. You do not need to remember the characteristics of the **Heading 1** style. For each heading in your document, you just click in the heading (you don't even need to select all the text), and then click **Heading 1** in the gallery of styles.

- The Quick Styles that you see in the gallery of styles are designed to work together. For example, the Heading 2 Quick Style is designed to look subordinate to the Heading 1 Quick Style.
- The body text of your document is automatically formatted with the Normal Quick Style.
- Quick Styles can be applied to paragraphs, but you can also apply them to individual words and characters. For example, you can emphasize a phrase by applying the Emphasis Quick Style.
- When you format text as part of a list, each item in the list is automatically formatted with the List Paragraph Quick Style.

If you later decide that you want headings to have a different look, you can change the **Heading 1** and **Heading 2** styles, and Word automatically updates all instances of them in the document. To see more information about each style, click the Styles Dialog Box Launcher. The Styles task pane opens.

Then simply highlight the text you wish to format, and then choose the right style.

Editing styles

1. Click on the arrow to the right of the Style you want to edit

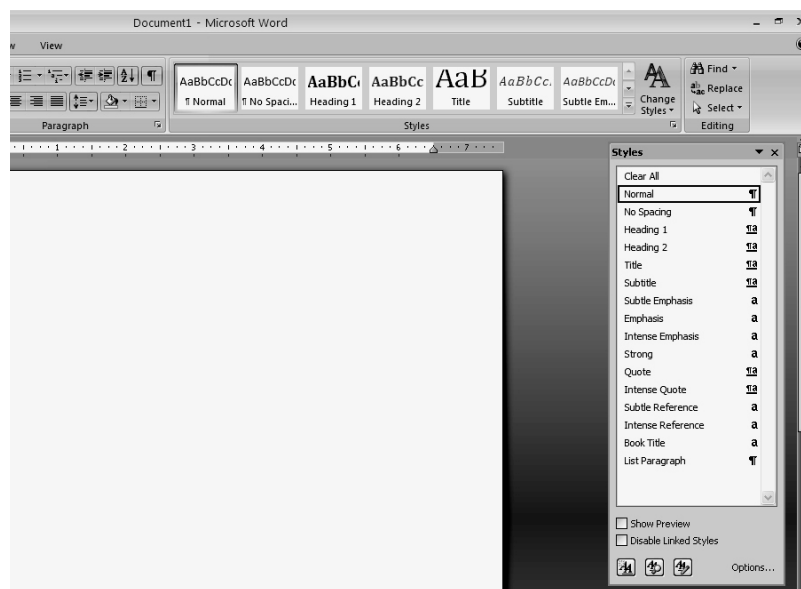


Figure 8.3: Style Task Pane

2. Select Modify (see Figure below)

This will bring up a dialog box where you can edit the style:

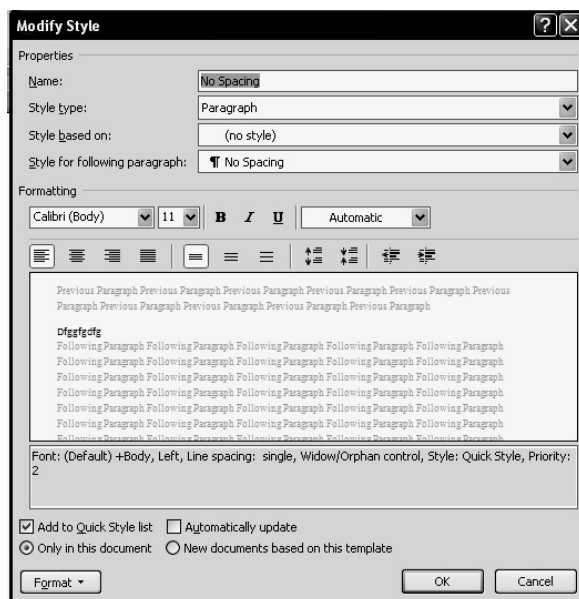


Figure 8.5: Modify Style Dialogue Box

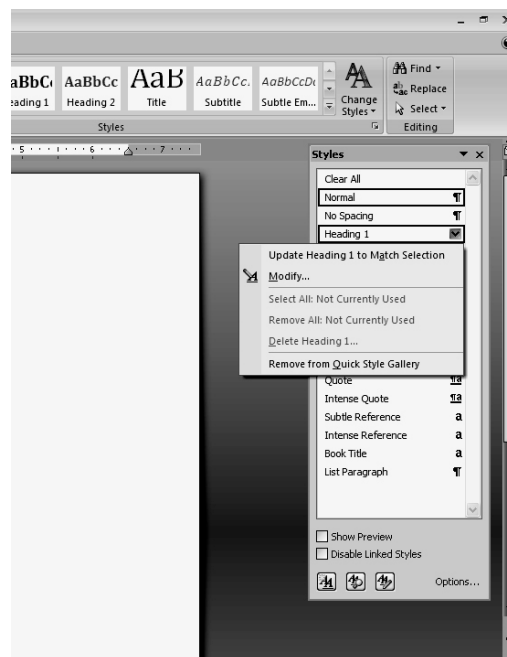


Figure 8.4: Modify Option-Style Task Pane

- Some of the most common formatting options such as font type.
- If you would like more formatting options, click on Format and you will see a menu with more formatting options.

QUICK REVIEW

- Why styles are used in a document?
- What are the most common features edited in default theme?

8.2 Insert Menu, Tables and Word Art

You can find the Insert Tab by clicking the Insert on Ribbon.

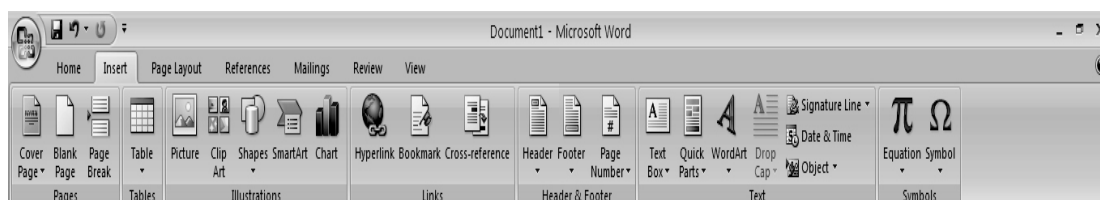


Figure 8.6: Insert

Illustration Group







Shortcut/Icons	Description
 Picture	Insert Picture from a file
 Clip Art	Insert clip Art in document. Include drawing video, audio objects
 Shapes	Insert readymade shapes from library
 SmartArt	Insert a SmartArt graphics to visually communicate the information
 Chart	Insert a Chart of data
 Screenshot	Insert a picture of any program using screen shot

Table 8.1 Illustration Group

8.2.1 Inserting and Deleting Tables

Tables are an efficient way to display information in a concise and simple manner. You can use tables for presentations, tutorials, articles, and more.

Inserting a Table

1. Select the **Insert** tab.
2. Select the **Table** option. A drop-down menu appears.
3. Scroll through the menu to create a table with your preferred dimensions.
4. When you have your dimensions, click your cursor. Your table appears. Each individual box is called a “cell.”
5. To edit each individual cell, click on the one you wish to edit. You can now fill it according to your preferences.

This inserts a 4x3 table into your document, but you can make it smaller or larger by scrolling through the drop-down menu.

You can click on **Insert Table**, or you can roll your

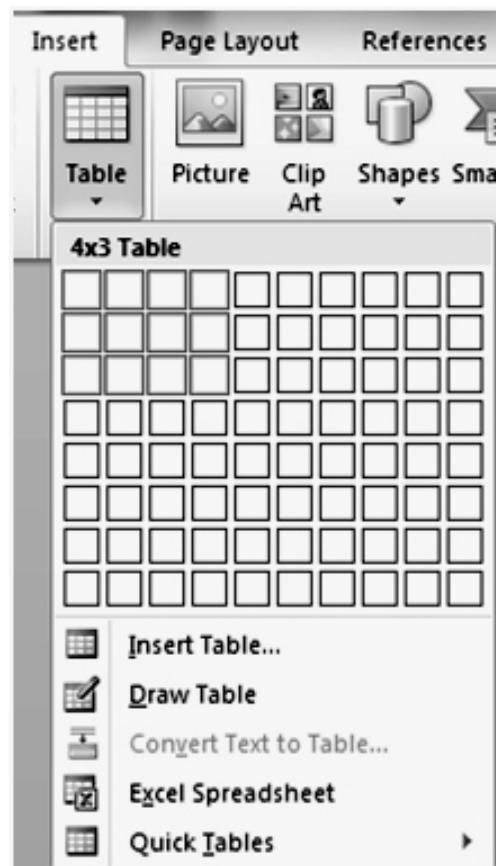


Figure 8.7: Insert Table Option



Figure 8.8: Insert Table Dialogue Box

mouse over each square representing table of different dimensions, as seen in the picture above, to select a table. If you select one of these tables, it will immediately appear in your document.

If you click on **Insert Table**, the following dialog box will appear. Select the number of columns and rows and click **OK**. Your table will appear in the document.

To add more cells, columns, or rows to your table, put the cursor in the table where you want the new addition and right-click. The following menu will appear. Click on **Insert** and make a selection.

To **re-size** the column or row, rest your mouse on the edge of the column. It turns into a **double sided arrow**. **Click and drag** to the desired size.

To **move** the table to a different location in your document, move your mouse anywhere over the table. A small square will appear in the upper left corner of the table. Click and hold that square and drag your table to a new location in your document.

To change the **border** of the Table, Right-click anywhere in the table

1. Click **Table Properties**, and then **Borders and Shading**.
2. Make your changes and click **OK**.

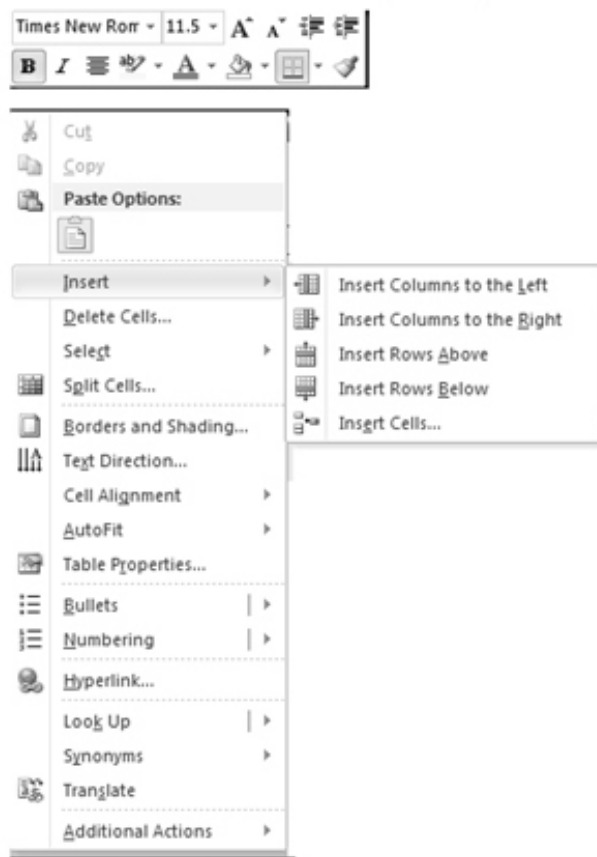


Figure 8.9: Insert a Row/Column

Deleting a Table

1. Select the entire table.
2. Press the **Backspace** key on your keyboard. You can also use this option if you only wish to delete certain parts of your table.

8.2.2 Smart Art Graphics

Word has a variety of **SmartArt** graphics that you can use to illustrate and organize many different types of ideas. To get the most out of SmartArt, you'll need to know how to insert a SmartArt graphic, modify the color and effects, and change the organization of the graphic.

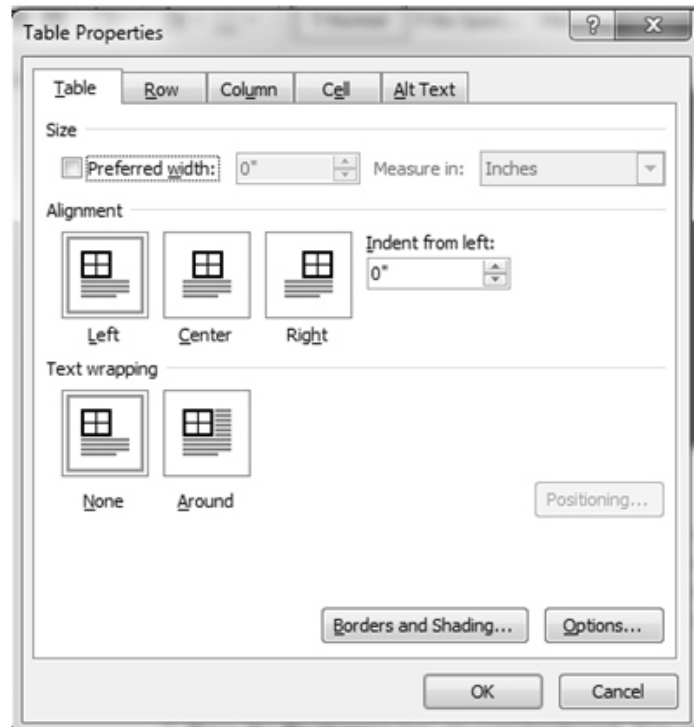


Figure 8.10: Table Properties

To insert a SmartArt illustration:

1. Place the insertion point in the document where you want the graphic to appear.
2. Select the Insert tab.
3. Select the SmartArt command in the Illustrations group. A dialog box appears.
4. Select a category to the left of the dialog box, and review the SmartArt graphics that appear in the centre.
5. Select the desired SmartArt graphic, and then click OK.

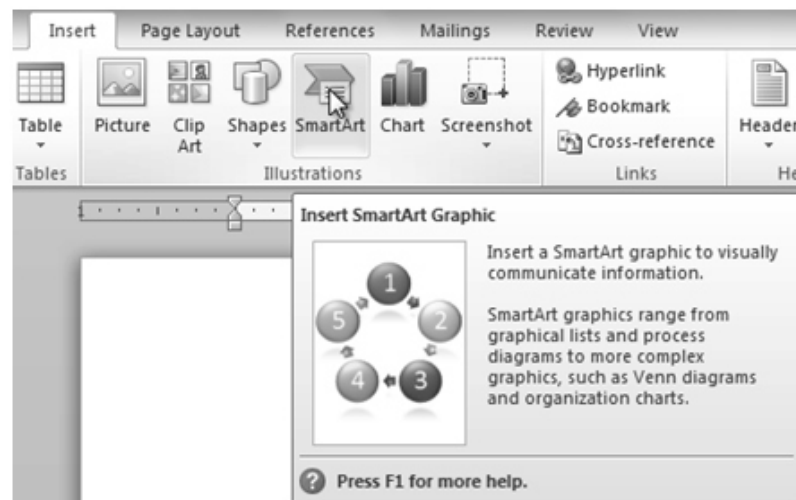


Figure 8.11: Inserting SmartArt

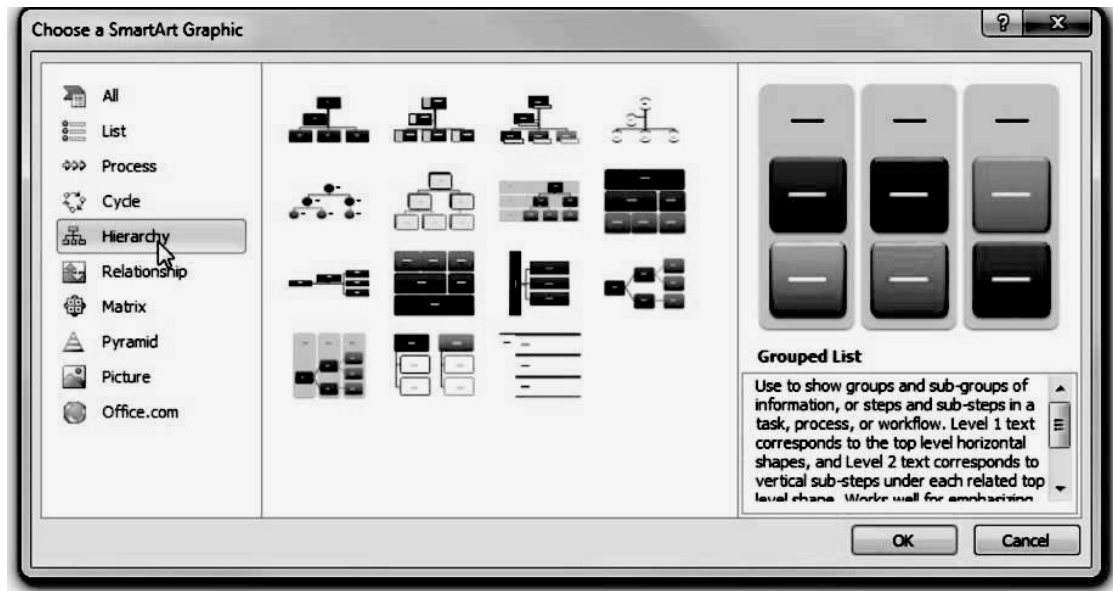


Figure 8.12: Choose a SmartArt Graphics

To see more details about a graphic, click any image and a larger preview of the graphic with additional text details will appear on the right side of the dialog box.

QUICK REVIEW

- Can you edit a Table Properties after populating data in it? How?
- Why do we use SmartArt Feature in MS Word 2010?

8.3 Introduction to Flow Chart

Flowcharts are planning tools that represent an algorithm or process. Flowchart is a great tool for breaking down difficult to understand processes into accessible concepts. They are commonly used by software developers and system analysts to design systems. MS Word 2010 has a good variety of basic options for preparing simple flow charts.

Once the flowchart has been illustrated, it is easy to take a birds-eye view and understand the whole process. Just the process of drawing the flowchart can help to clear your own logic and give you insights to make it better.

- Flowchart helps you examine any process.
- You can use it to communicate steps to other people involved in a process.
- Flowcharts organize a process by removing redundant steps.
- It helps Identify and troubleshoots potential problems.
- It allows improving a process.

8.3.1 Inserting a Canvas

Word flowcharts are best contained within a Drawing Canvas. You can insert shapes directly into a Word document, but using a canvas has several advantages:

- They act as a container for the shapes, making it easier to position (or re-position) a flowchart in a document.
- Certain features, like arrows that connect to shapes, only work in a canvas.
- You can add formatting to the canvas itself, giving the flowchart an attractive backdrop.

USEFUL TIP

If you are using a laptop with a glossy monitor, the canvas border can be difficult to see when viewed at a slight angle.

QUICK REVIEW

- Why is it useful to draw Canvas before inserting shapes for a flowchart?

To insert a canvas, click the **Insert** tab on the Word ribbon and click the **Shapes** dropdown button. Below the gallery of shape types, select the bottom menu item labelled **New Drawing Canvas**, as shown to the right side.

8.3.2 Drawing Flow Charts

Start with a blank Word document. Place your title at the top. Generally you will want to center it. Click **Insert** and then **Shapes** on the Ribbon under **Illustration Command Group** and select a shape in the **Flowchart** section of the **Shapes** menu.

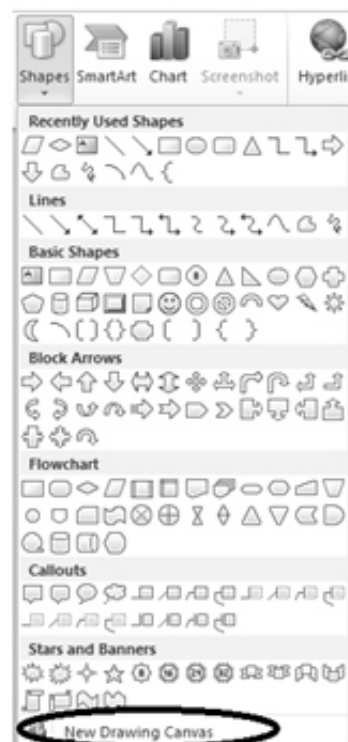


Figure 8.13: Inserting Canvas

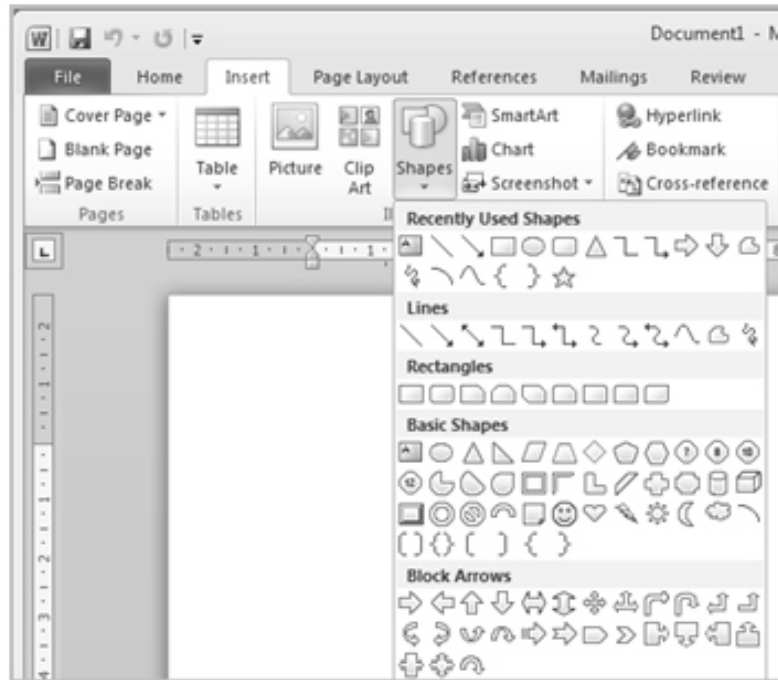


Figure 8.14: Shape Options

You then use the plus-shaped cursor to position and choose the size of the shape. It will be apparent how it looks once you let go of the mouse button. You can alter the position by left clicking the shape and moving it.

You then use the plus-shaped cursor to position and choose the size of the shape. It will be apparent how it looks once you let go of the mouse button. You can alter the position by left clicking the shape and moving it.

8.3.2.1 Adding a Flowchart Shape

Adding shapes is pretty straightforward:

1. Click the Insert tab on the ribbon.
2. Click the Shapes dropdown.
3. Click on the shape type you want to add.
4. Click in the canvas area, holding the left button down while dragging the mouse to add the shape.

USEFUL TIP

You can also double-click on any shape in the gallery, and Word will add it to the top left of the canvas. Typically you will need to move and resize the shape if you use this method.

8.3.2.2 Aligning Shapes

The best approach is to select all the shapes you want to align, which will cause Word to display the Format tab. On the Format tab, click the Align dropdown menu, shown below. Making sure the Align Selected Objects item is checked, you can then use the alignment tool to align the shapes automatically.



Figure 8.15: Aligning Shapes

8.3.2.3 Resizing and Rotating Shapes

If you click on a shape, resize handles appear on the shape's border, allowing you to click and drag a side or corner, as shown in the image. The green dot at top is the rotation adjustment handle.

Alternately, you can right-click on the shape and select "Format AutoShape" from the context menu. Clicking the Size tab on the Format AutoShape window will allow you to set the height, width and rotation angle to specific values.

8.4 Working with Graphics

Inserting and Deleting Clip Art

The term "Clip Art" refers to the pre-made images that Word has stored and you can use to illustrate your document. You can browse through many different options, or search for a specific image.

1. Select the **Insert** tab.
2. Select the **Clip Art** option. A search box appears on the right side of your screen.
3. Type your search terms in the entry field labeled **Search for**. Your search results appear below.
4. Scroll through and select the image that you would like to use in your document.

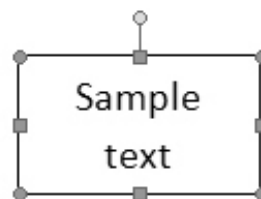


Figure 8.16: Resizing Shapes

QUICK REVIEW

- How many types of Connectors are available in MS Word 2010?
- What are common shape types used in basic flowchart preparation?

Deleting Clip Art

1. Select on the Clip Art image you would like to delete.
2. Press the **Delete** key on your keyboard.

Inserting and Deleting Images Saved on Your Computer

You can insert your own images into a Word document to complement a set of directions, a presentation, or anything similar. You can insert any images saved on your computer into your document.

Inserting an Image Saved on Your Computer

1. Select the **Insert** tab.
2. Select the **Picture** option. Your documents box appears. The **Picture** option is almost directly beneath the **Insert** tab.

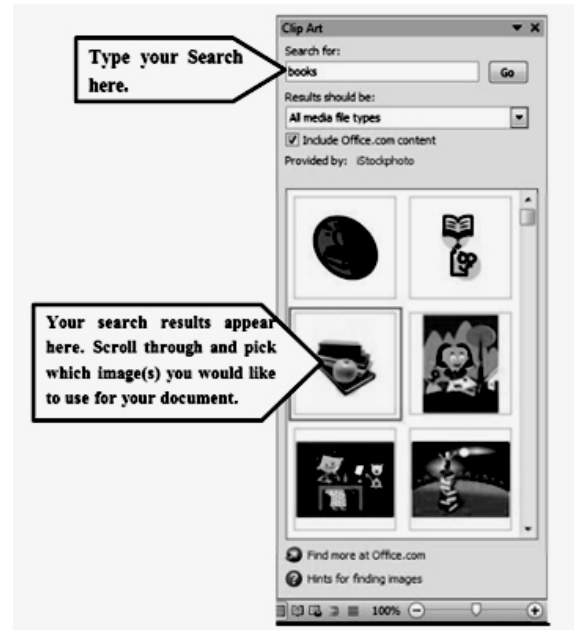


Figure 8.17: Search Clip Art Pane

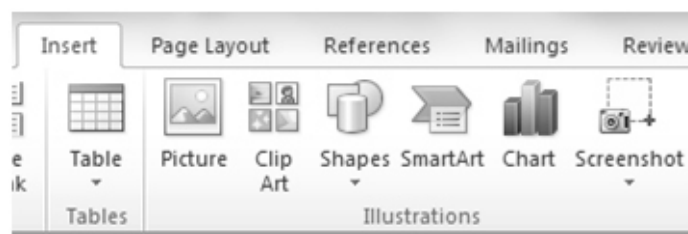


Figure 8.18: Inserting a Saved image

3. Browse through your folders until you find the picture you wish to insert.
4. Select the **Insert** option. Word inserts the selected image into your document.

You can insert an image that is saved almost anywhere on your computer.

Deleting an Image

1. Select the image you wish to delete.
2. Press the **Delete** key on your keyboard.

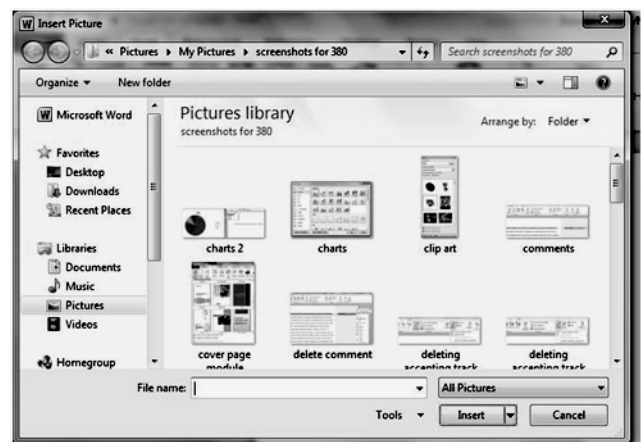


Figure 8.19: Insert Picture Dialogue Box

QUICK REVIEW

- How would you import an online image in Word Document?

8.5 Charts

Charts are excellent for conveying information in a concise and efficient manner. You can use charts for many different things, such as presentations, lectures, and tutorials.

Inserting a Chart

1. Select the **Insert** tab.
2. Select the **Chart** option. A box appears on your screen. You can pick what type of chart to use from the various options Word offers.

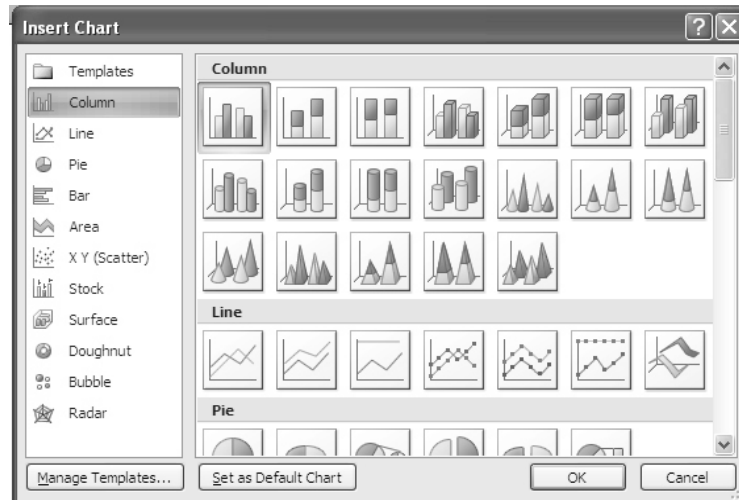


Figure 8.20: Insert Chart Options

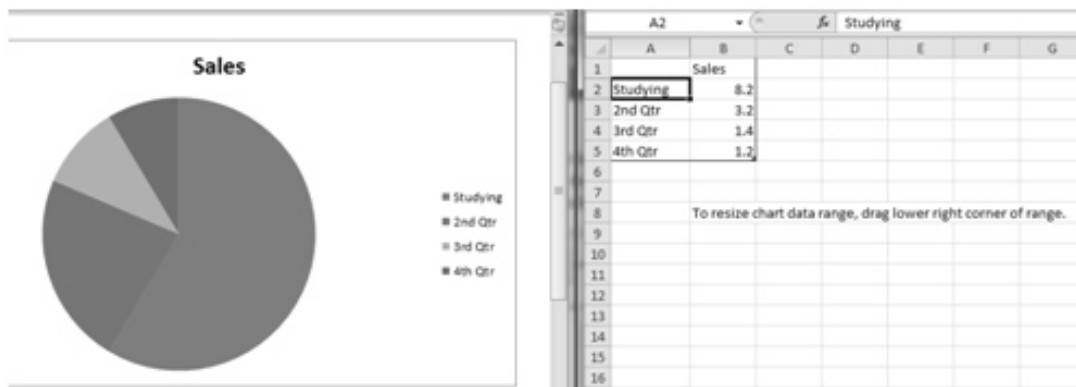


Figure 8.21: Insert Pie Chart

1. Select the type of chart you want to insert into your document.
2. Select **OK**. Your screen splits, and the chart appears on the left in a Word document, while a Microsoft Excel spreadsheet with the chart's dimensions appears in another.

You can edit the exact dimensions of your chart in the Excel spreadsheet your computer provides. Your changes automatically appear in your Word document.

Editing a Chart

1. Enter your preferences in the Excel spreadsheet on the right half of the screen. You can change the chart dimensions, the names of certain sections, and more. Your changes automatically appear in your Word document.
2. Make the changes in the actual Word document when editing the title.

Deleting a Chart

1. Select the chart you wish to delete.
2. Press the **Delete** key on your keyboard.

QUICK REVIEW

- What are common chart types in Word 2010?
- List the components of a chart which can be edited?

8.6 Header & Footer

Applying Headers and Footers to a Document

Headers and Footer are used to incorporate text into a document that is repeated on each page. For example: Company Name and Page Number.

Inserting a Header or Footer

1. Click the **Insert** tab.



Figure 8.22: Insert Tab

2. The Header and Footer toolbar will appear. Select **Header** or **Footer**. Once you do so, your screen will look similar to the picture below. Here you can use the bar on the right to scroll and select a style.



Figure 8.23: Header Options

- When you make your selection, type the information to be repeated.

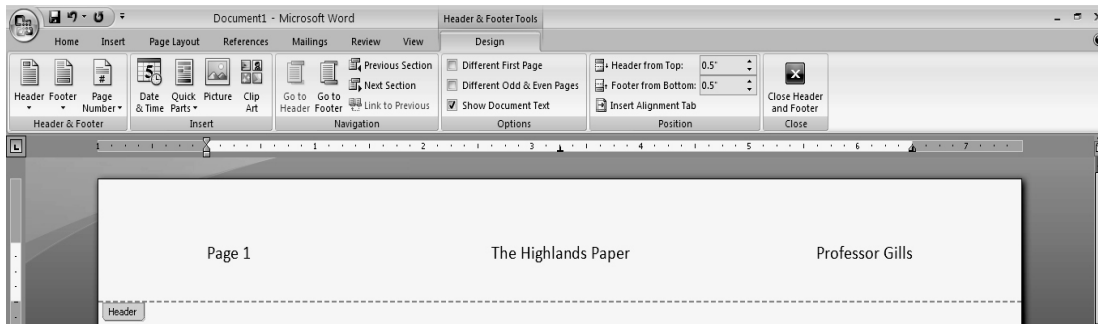


Figure 8.24: Editing a Header

To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).



Figure 8.25: Closing a Header

QUICK REVIEW

- How would you edit a previously inserted Header/Footer in a document?

8.7 Bookmark and Hyperlink

8.7.1 Bookmark

A bookmark identifies a location or a selection of text that you name and identify for future reference. For example, you might use a bookmark to identify text that you want to revise at a later time. Instead of scrolling through the document to locate the text, you can go to it by using the **Bookmark** dialog box.

You can also add cross-references to bookmarks. For example, after you insert a bookmark in a document, you can refer to that bookmark from other places in the text by creating cross-references to the bookmark

Add a Bookmark

- Select the text or item to which you want to assign a bookmark, or click where you want to insert a bookmark.

2. On the **Insert** tab, in the **Links** group, click **Bookmark**.

3. Under **Bookmark name**, type or select a name.

Bookmark's name must begin with a letter and can contain numbers. You can not include spaces in a bookmark name. However, you can use the underscore character to separate words — for example, "First_Heading."



Figure 8.26: Link Command Group

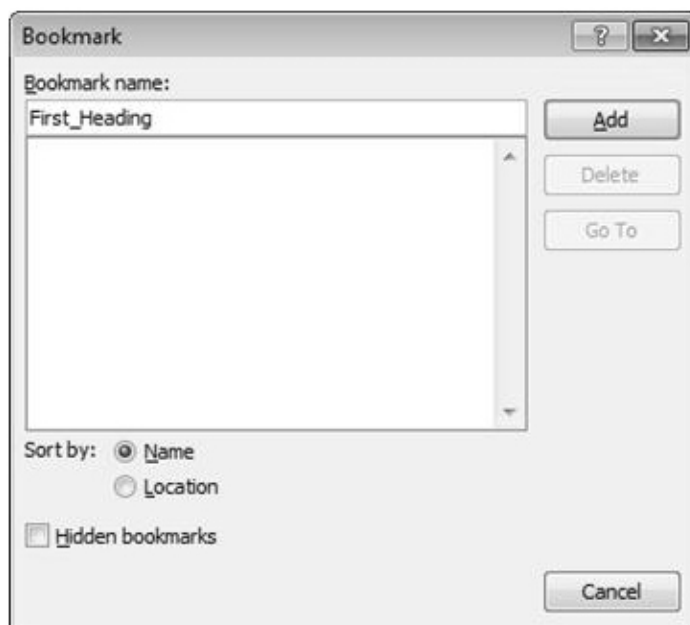


Figure 8.27: Bookmark Dialogue Box

4. Click **Add**.

Linking to Bookmarks within your Document

1. Highlight and select with your cursor the text that will be linked to a bookmark.
2. From the Insert tab, select Hyperlink.

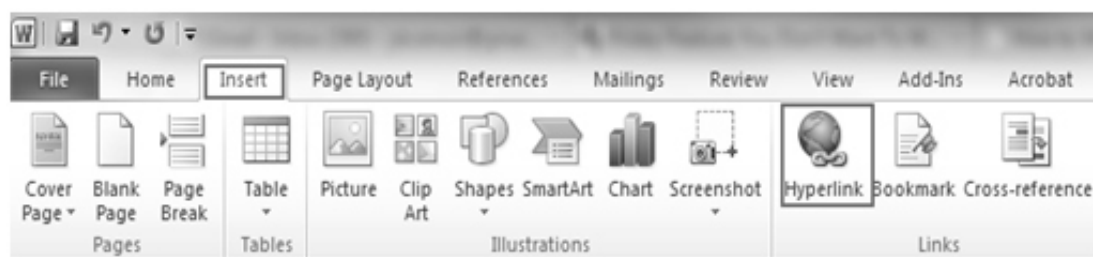


Figure 8.28: Insert Tab

3. From the Insert Hyperlink window, select Place in this Document.

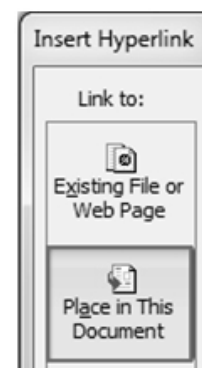


Figure 8.29: Insert Hyperlink Options

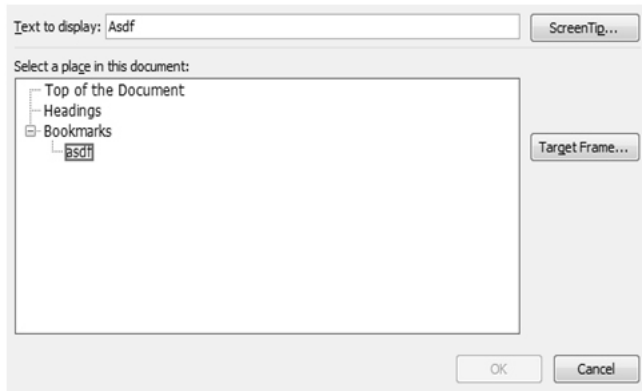


Figure 8.30: Saving a bookmark

4. Select a bookmark to link your text to from the list.
5. The highlighted text you selected should be displayed in the Insert Hyperlink window.

6. When you are finished, click the OK button.
7. Your text should now be hyperlinked to your bookmark. To test the link, press and hold the Ctrl key on your keyboard and click the text. It should take you to your bookmark.

Delete a Bookmark

1. On the **Insert** tab, in the **Links** group, click **Bookmark**.
2. Click either **Name** or **Location** to sort the list of bookmarks in the document.
3. Click the name of the bookmark you want to delete.
4. Click **Delete**.



Figure 8.31: Bookmark Dialogue Box

USEFUL TIP

To delete both the bookmark and the bookmarked item (such as a block of text or other element), select the item, and then press DELETE.

8.7.2 Hyperlinks

When adding a hyperlink to a documents or project of some sort, it is messy to simply place the entire URL into the document. You can add hyperlinks to link to a webpage or outside document, or you can add internal hyperlinks that link to a section later in your document. Adding hyperlinks to your document can help readers quickly access contact information, other parts of the document

and any additional information online that you want to share.

Hyperlinks have two basic parts: the address of the webpage, email address, or other location they are linking to; and the display text (or image).

USEFUL TIP

To follow a hyperlink in Word, hold down the Control key and click the hyperlink.

To get started, open a Word 2010 document in which you want to create hyperlinks.

1. Right-click a desired word or portion of the document and select Hyperlink.

Link to Existing File or Web Page

It will bring up Insert Hyperlink dialog, from the left sidebar select Existing File or Web Page, from right sidebar select the file for which to want to create a hyperlink, and from Text to display enter text you want to display instead of a file path. Under Address, for creating hyperlink for a web page, enter webpage address. Click OK to continue.

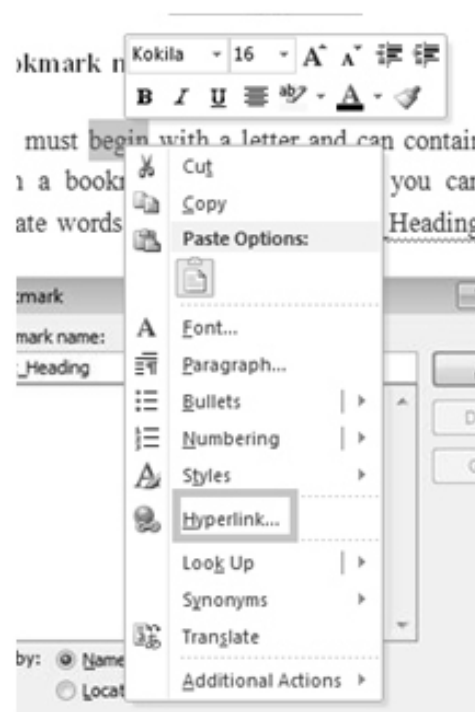


Figure 8.32: Creating a Hyperlink

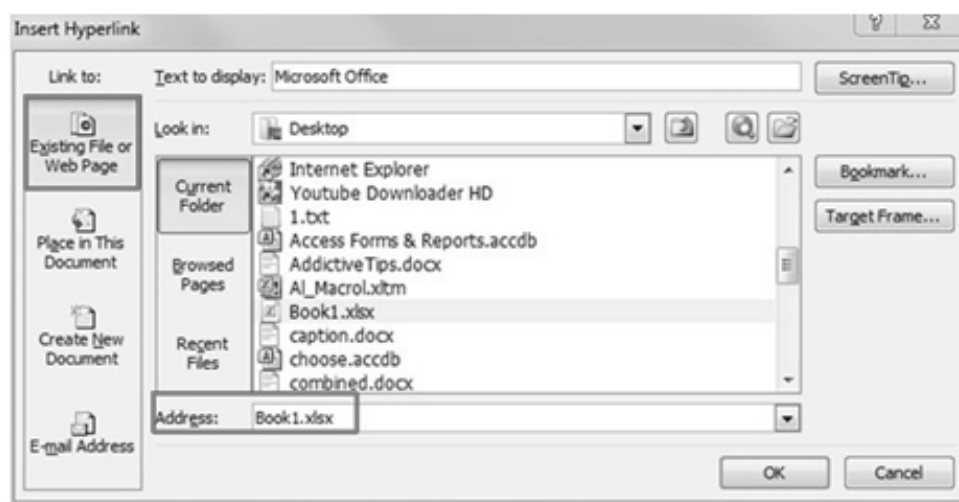


Figure 8.33: Hyperlink to an existing file

Link within Document

Move to Insert Hyperlink dialog and from the left sidebar select Place in This Document, from main dialog you can select Headings, Bookmarks to create hyperlink with, from Text to display enter text you want to display. Click OK to continue.

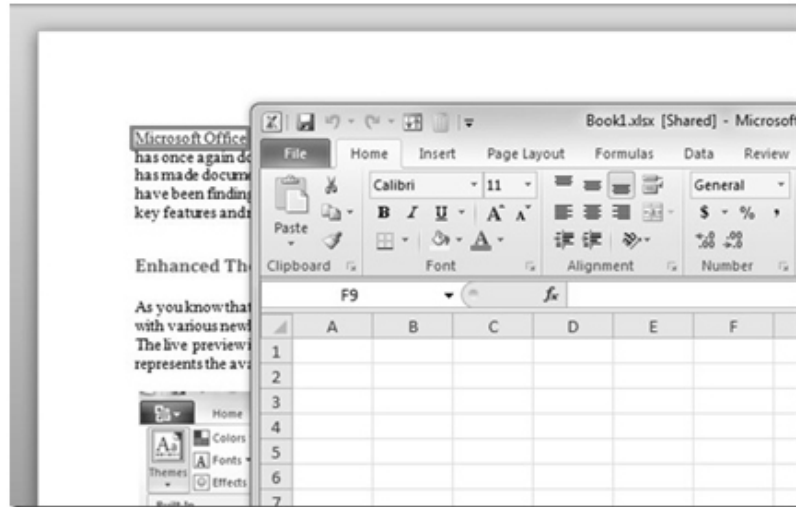


Figure 8.34: Using hyperlink for opening existing file

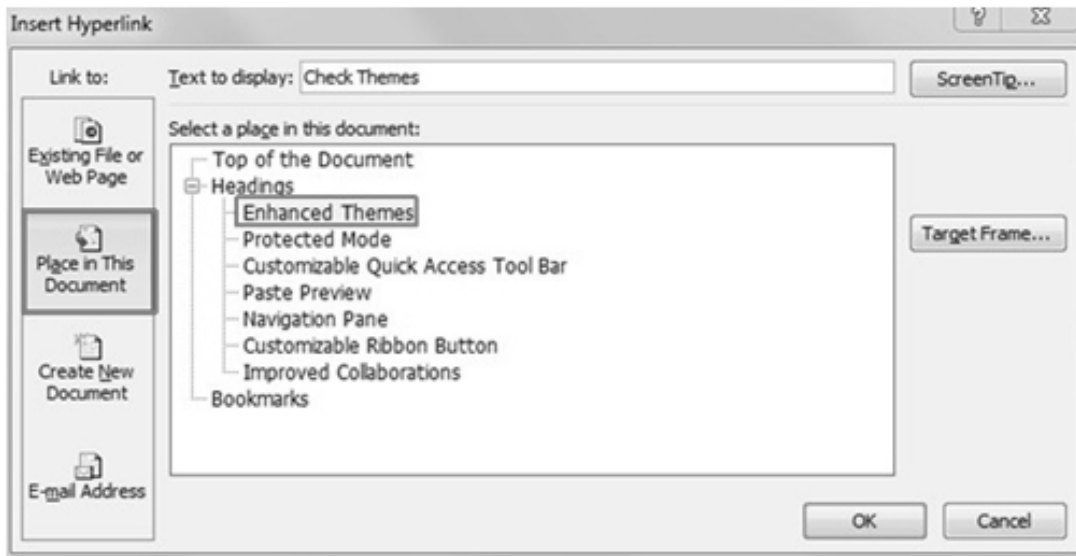
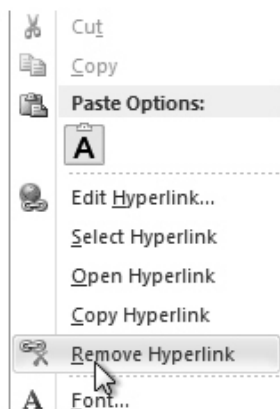


Figure 8.35: Using hyperlink for same document



As we have linked heading in the document, thus upon click, it will lead us to specified heading.

To remove a Hyperlink:

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.

Figure 8.36: Removing a hyperlink

After you create a hyperlink, you should test it. If you have linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

QUICK REVIEW

- How many types of hyperlinks are there in MS Word 2010?
- Can a Hyperlink link the section of same page? How?

8.8 Page Layout Menu

Page Layout group menu option contains various groups such as “Themes”, “Page Setup”, “Page Background”, “Paragraph” etc.

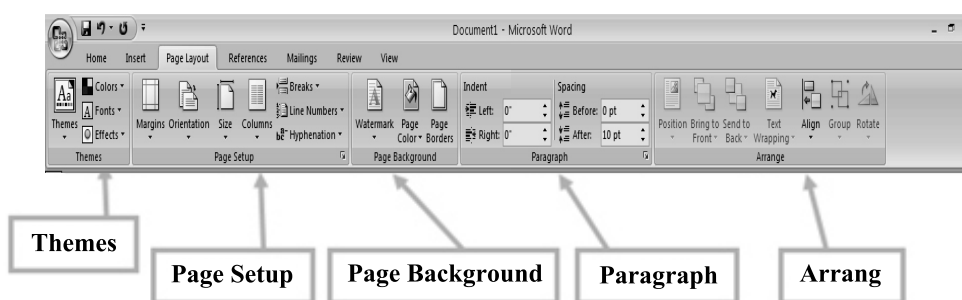


Figure 8.37: Page Layout Tab

In **Themes Group** the available options are:






Shortcut/Icons	Description
 Themes	Change the overall design of the document
 Colors ▾	Change the color of the current theme
 Fonts ▾	Change the Font of the current theme
 Effects ▾	Change the effect of the current theme

Table 8.2 Theme Group

In **Page Setup Group** the available options are:

Shortcut/Icons	Description
 Margins ▾	Select the Margin size of the entire document or current section







 Orientation ▼	Switch the page between portrait and landscape layout
 Size ▼	Choose the paper size of the current section
 Columns ▼	Split text into two or more columns
 Breaks ▼	Add Page, Section or column breaks
 Line Numbers ▼	Add line number in the margin alongside of each line of the document
 Hyphenation ▼	Turn on Hyphenation, which allows the Word to break lines between the syllables of words

Table 8.3 Page Setup Group

In **Page Background Group** the available options are:




Shortcut/Icons	Description
 Watermark ▼	Insert ghosted text behind the content of the page
 Page Color ▼	Chose a color for the background of the page
 Page Borders	Add or change the border around the page

Table 8.4 Page Background Group

In **Paragraph Group** the available options are:









Shortcut/Icons	Description
Indent  Left: 0"   Right: 0.02" 	Move in the left/right side of the paragraph by a certain amount
Spacing  Before: 0 pt   After: 0 pt 	Change the spacing between the paragraphs by adding spaces below the selected paragraph.

Table 8.5 Paragraph Group

In **Arrange Group** the available options are:









Shortcut/Icons	Description
 Position ▾	Position the selected object on the page
 Wrap Text ▾	Change the way text wraps around an image/selected object
 Bring Forward ▾	Bring the selected object forward
 Send Backward ▾	Send the selected object backward
 Selection Pane	Show the selection pane to help select individual objects and to change their order and visibility
 Align ▾	Align the edges of multiple selected objects
 Group ▾	Group objects together
 Rotate ▾	Rotate or flip the selected object

Table 8.6 Arrange Group

QUICK REVIEW

- What are different commands in Page Layout Tab under “Page Background” Command Group?

8.9 Page and Section Numbers

If you want a page number on each page, and you don't want to include any other information, such as the document title or the location of the file, you can quickly add a page number from the gallery, or you can create a custom page number or a custom page number that includes the total number of pages (page X of Y pages).

Add a Page Number from the Gallery

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
2. Click the page number location that you want.

3. In the gallery, scroll through the options, and then click the page number format that you want.

To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

NOTE: The Page Number gallery includes page X of Y pages formats, in which Y is the total number of pages in your document.

Add a Custom Page Number

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page). This opens the **Design** tab under **Header & Footer Tools**.
2. To place your page number in the center or on the right side of the page, do the following:
 - a. To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
 - b. To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.

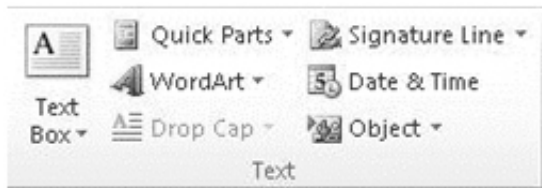


Figure 8.38: Text Command Group

4. In the **Field names** list, click **Page**, and then click **OK**.
5. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
6. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

8.10 Page Breaks

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break. Or you can set up rules for Word to follow so that the automatic page breaks are placed where you want them. This is especially helpful if you are working in a long document.

Insert a Manual Page Break

1. Click where you want to start a new page.
2. On the Insert tab, in the Pages group, click Page Break.

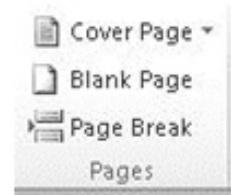


Figure 8.39: Pages Command Group

8.11 Section and Section Break

In MS Word users can create sections to divide the document into sections and each section can have a specific set of formatting that will only apply to the chosen section.

You can use section breaks to change the layout or formatting of a page or pages in your document. So if you want headers to appear from pages 10 to 20 you would create a section for those ten pages and then apply the desired formatting on those pages alone.

It can be used to perform any of the following tasks:

- Use page numbering that starts at 1 for each section of your document
- Display text in two columns for only a portion of your document and then return to the default one column afterwards.
- Display different header and footer information for different parts of your document.

Section breaks divide a document up into different sections, thus allowing you to apply different formatting or layout options to those sections.

Insert a Section in Word 2010

1. Place the cursor in the location where you want to split the document (where you want the new section to begin).
2. Click on the Page Layout tab in the Office Ribbon.
3. Click on the Breaks button in the Page Setup section.
4. Click on one of the Section Breaks listed.
 - a. Next Page: - Inserts a section break to start a new section on the next page.
 - b. Continuous: - Inserts a section break and starts the new section on the same page.
 - c. Even Page: - Inserts a section break and starts a new section on the next even-numbered page.
 - d. Odd Page: - Inserts a section break and starts a new section on the next odd-numbered page.
5. Then click on the Show/Hide Paragraph Marks button.

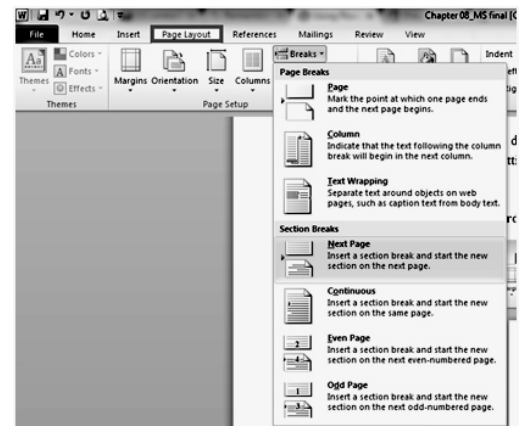


Figure 8.40: Inserting a Section Break

USEFUL TIP

If you work with Word using the Hide Paragraph marks and symbols turned on and you chose to insert a continuous section you may not notice a difference. To see where the section breaks are click on the Home tab.

You will notice that the document you are working on will display paragraph marks along with the section you just created. This is a great feature to see your documents formatting. Now that you have a created a section in Word you will be able to apply multiple headers throughout the document as well as use different formatting within a single page and all over the document.

Next Page Section Break

The Next Page section break starts a new page and starts the new section on the new page. This section break is useful when you want to start new chapters in your document.

- **Continuous Section Break:** A Continuous Section Break doesn't start a new page so you can actually have several breaks on the same page. You would use a continuous break if you wanted different kinds of formatting on the same page, for example one section of the page displaying in two columns and the rest in one.
- **Even or Odd Page Section Break:** Inserting an Even or Odd Page Section break inserts the section break and then starts the new section on the next odd or even numbered page. Those people wanting their new chapters to always start on an odd or even page should use this option.

In addition to inserting section breaks where you need them as you are typing your document, you can also select text and insert section breaks around that text. The method is the same, and you use the same options on the section break menu.

Deleting a Section Break

To see section breaks, it's a good idea to switch to Draft view by clicking **View > Document Views > Draft**. This view shows section breaks as double dotted lines and displays the type of section break present.

1. Click on the double dotted line
2. Press Delete.

When you delete a section break, the text preceding the break adopts the formatting of the section that followed the break. Note that you can't see section breaks in the default Print Layout view.

QUICK REVIEW

- What is the difference between a Section Break and a Page Break?
- What are different types of Section Breaks?

8.12 Working with Connectors

A connector is a line that has connection points at the ends of the line and stays connected to the shapes that you attach it to. They are different from conventional lines because connectors, as the name implies stay connected to the shapes they are linked to. Move any "connected" shape and the connectors move and reorient with the shapes automatically. The three types of connectors are **straight**, **elbow (angled)**, and **curved**.

USEFUL TIP

Draw your connectors only after the shapes they are going to link are placed. You'll need at least two flowchart shapes to start with. If you draw your connector before the shapes are in place, your connector will end up being a mere line with no "connects".

Formatting connectors in Word 2010 is straightforward. Just as with flowchart shapes, when you click a connector, the **Format** tab will be active, and a list of built-in styles is available for quick selection.

When you rearrange shapes that are joined with connectors, the connectors remains attached to and move with the shapes. If you move either end of a connector, that end detaches from the shape, and you can then attach it to another connection site on the same shape or attach it to another shape. After the connector attaches to a connection site, the connector stays connected to the shapes no matter how you move each shape.

Follow these steps to connect two flowchart shapes:

1. Insert two flowchart shapes
2. Now, access the Insert tab of the Ribbon, and click The Shapes button. This will bring up the Shapes drop-down gallery. Select the Arrow shape, which is second shape within the Lines category as you can see in Figure below. This shape is a connector that has an arrowhead at one end.
3. We need the arrowhead end of the connector to be "connected" to first shape – and the non-arrowhead end will emanate from the Second shape.
4. When you select the required connector, the cursor changes into a crosshair. Notice that as you move the cursor near to the **Second** shape, you'll find several blue round handles highlighted on the shape. Click on any of these blue handles to establish one

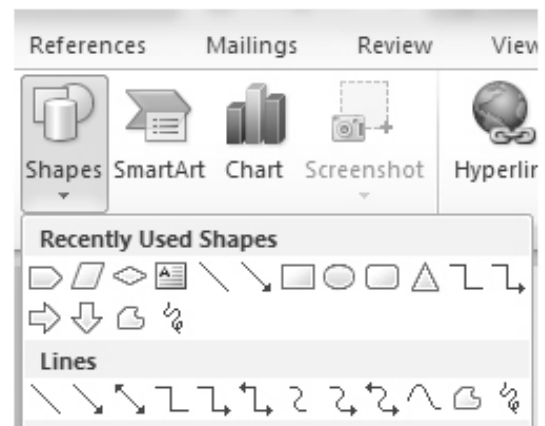


Figure 8.41: Selecting a connector

end of your connector.

5. Move the cursor toward the shape you want to connect. Click again on any of the blue round handles on the second shape to create the connector between two shapes – note that the arrowhead of the connector will show on this end.
6. Save your document.

This creates a connector, as shown in **Figure above**. Select any shape and click on the arrow keys on your keyboard to nudge the shape - you will find that the connector reorients according to the new position of the shape.

USEFUL TIP

If your connector is indeed linked to a shape, the end of the connector line that is connected to the shape displays a green circle. If it does not get linked, you will see a white square when you select the connector.

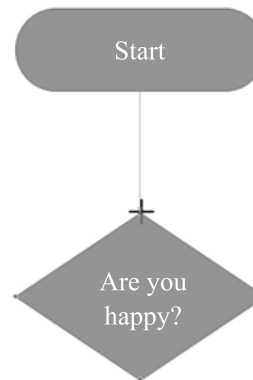


Figure 8.42: Connecting 2 shapes

8.13 Advance Feature of Microsoft Word

Using Mail Merge

Mail Merge is a powerful tool for writing and sending a personalized letter or e-mail to many different people at the same time. You can also use it to create envelopes or labels with each recipient's information. Mail Merge imports data from another source such as Excel and then uses that data to replace placeholders throughout your message with the relevant information for each individual you are messaging. You can use it to quickly create personalized messages for hundreds of people at once.

You can also use mail merge to create:

- **A catalog or directory:** - The same kind of information, such as name and description, is shown for each item, but the name and description in each item is unique. Click Directory to create this type of document.
- **A set of envelopes:** -The return address is the same on all the envelopes, but the destination address is unique on each one.
- **A set of mailing labels:** -Each label shows a person's name and address, but the name and address on each label is unique.
- **A set of e-mail messages:** -The basic content is the same in all the messages, but each message goes to the individual recipient and each message contains information that is specific to that recipient, such as the recipient's name or some other piece of information.

You can use commands on the Mailings tab to perform a mail merge. When the mail merge is run, the word processing system creates an output document for each row in the database, using the fixed text exactly as it appears in the template, but substituting the data variables in the template with the values from the matching columns.

Mail merging is done in following simple steps:

1. **Set up the main document:** - The main document contains the text and graphics that are the same for each version of the merged document — for example, the return address in a form letter.
2. **Connect the document to a data source:** - A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.
3. **Refine the list of recipients or items:-** Microsoft Word generates a copy of the main document for each recipient or item in your data file. If you want to generate copies for only certain items in your data file, you can choose which items (or records) to include.
4. **Add placeholders, called mail merge fields, to the document:** - When you perform the mail merge, the mail merge fields are filled with information from your data file.
5. **Previews, change individual documents, and complete the merge:** - You can preview each copy of the document before you print the whole set. And you can change individual copies of the document.

Track Changes in a Document

Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.

This feature provides a means for editors and colleagues to communicate with you right within the document, proposing corrections and additions as needed. This feature is especially handy for identifying errors that inevitably occur in a piece of writing, such as typos. Even better, using Track Changes allows an editor to help create consistency within a report—especially helpful when a report is created by a group of researchers writing different sections at different times.

Enabling Track changes

1. Open the document that you want to revise.
2. On the Review tab, in the Tracking group, click the Track Changes button. The Track changes button becomes highlighted.
3. Make the changes that you want by inserting, deleting, moving, or formatting text or graphics.

Multiple Choice Questions

1. Thesaurus tool in MS Word is used for
 - a. Spelling suggestions
 - b. Grammar options
 - c. Synonyms and Antonyms words
 - d. None of the above
2. The ribbon in Word 2010 consists of a series of
 - a. Gates
 - b. Windows
 - c. Tabs
 - d. doors
3. What is the basic purpose of inserting header and footer in a document?
 - a. to enhance the overall appearance of the document
 - b. to mark the starting and ending of page
 - c. to make large document more readable
 - d. to allow page headers and footers appear on document when printed
4. Which feature is used for monitoring all document changes?
 - a. Edit Document
 - b. Monitor Change
 - c. Track Change
 - d. Track all
5. Which of the following line spacing is invalid?
 - a. Single
 - b. Double
 - c. Triple
 - d. Multiple
6. Superscript, Subscript, outline, emboss and engrave are known as
 - a. font styles
 - b. Paragraph Effect
 - c. font effects
 - d. Word art
7. Which of the following is not a type of page margin?
 - a. Left
 - b. Right
 - c. Center
 - d. Top
8. In MS Word 2010, to get to the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'.
 - a. Insert
 - b. Format
 - c. Tools
 - d. Table
9. Which enables us to send the same letter to different persons?
 - a. Macros
 - b. Template
 - c. Mail merge
 - d. None
10. To convert a hyperlink to regular text, right-click the hyperlink and then click _____ on the shortcut menu.
 - a. Edit Hyperlink
 - b. Select Hyperlink
 - c. Convert Hyperlink
 - d. Remove Hyperlink